JOB DESCRIPTION

TITLE: **HR GENERALIST**

REPORTING TO: **HR EXECUTIVE**

The Role:
The role is a 10 month fixed term contract for Maternity Leave cover. Reporting to the HR Executive the successful candidate will be responsible for the following, which is to be carried out in a confidential and private manner:

Main Duties Include:

- Responsible for the administration of all aspects of Human Resources for approximately 150 employees, including social welfare letters, staff letters, pension statements, etc.
- To ensure terms and conditions of employment contracts are correct when issued for all contract types and in keeping with changes in employment legislation.
- Responsible for the updating and maintenance of the HR database (Core) on a daily basis i.e. entering new employees, updating existing records/employees, running personnel reports.
- Responsible for the daily administration and monitoring of all employees time and attendance matters.
- Responsible for the updating of all payroll rate adjustments and liaising with payroll on this.
- Responsible for taking all phone queries on behalf of the company, recording employee absences and informing unit supervisors of same.
- Responsible for booking of interview rooms, training rooms and meeting rooms.
- Responsible for all administration relating to any recruitment process i.e. job advert, job description, posting of notices, contract, induction, offer letters, and regret letters.
- Responsible for the administration of the company Sick Pay Scheme.
- Responsible for the induction of all new staff to the company.
- To liaise with management and arrange staff training as required.
- To ensure that the Employment Handbook, Health and Safety statement and other policy documents are maintained in line with best practise and legal requirements.
- Responsible for updating all personnel files.
- To record any grievances or disciplinary action that may arise in relation to any particular employee.
- To attend meetings when requested and take minutes.
- To undertake such other duties as may be assigned from time to time.

QUALIFICATIONS/EXPERIENCE/SKILL SET:
Academic Qualifications:
Essential – Qualified to degree level in a HR related discipline.

Experience – Essential: A minimum of 3 years or more relevant and similar experience in a similar position. Experience in MS Office applications is also required.
Experience – Desirable: Experience in using the Core software system is desirable but not essential.

Personal Qualities: The successful candidate will be an energetic self-starter with excellent administration skills and attention to detail. Excellent communication and analytical skills, with a professional and courteous manner, and the ability to work as part of a team is also essential. Confidentiality is also an essential part of this role.